PREFERRED VISIT REQUEST METHODS FOR PERSONNEL VISITING FNMOC

- **1st** - Official JPAS (Joint Personnel Adjudication System) visit request, sent to SMO Code 631345. The visitor will pass the SMO code and visit information to their Facility Security Officer or Security Officer/Manager. If the command/company has access to JPAS they will know what to do with it. If the command/company does not have JPAS use method 2 below.

- **2nd** - Faxed official visit request form, from the company Facility Security Officer or the command's designated Security Officer/Manager.

- **3rd** - Check JPAS when member shows up; This method could lead to delays if required information has not been populated in JPAS by the visitor's command. **JPAS must indicate**: Current Command Affiliation. For classified visits or issuing a red badge the access level (not eligibility), and signed NDA blocks must also be completed, if not, a green "unescorted" badge will be issued. If not owned by the member's current command in JPAS a green "escort required" badge will be issued and the FNMOC POC must meet and sign the guest in at the security office (Bldg 702 – Room 101).